Counting Electronic Stuff: Does It Circulate All the Way Around? Do you check it out, and do you return it?

Yes

Count each complete electronic item.

4.5-4.8/451 Electronic Books (eBooks)
4.13-4.16/453 Audio – Downloadable Units
4.21-4.23/455 Video – Downloadable Units

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. ***Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use.*** NOTE: For items that are not purchased until selected for download by the patron (e.g. Hoopla), report the total number of items selected in the categories above.

How Do I show usage?

5.6 and 5.9/552 Circulation of Electronic Materials – The total annual circulation of all electronic materials

Electronic Materials are materials that are distributed digitally and can be accessed via a computer, the Internet, or a portable electronic device such as an eBook reader. Types of electronic materials include eBooks and downloadable electronic video and audio files. Electronic Materials packaged together as a unit and checked out as a unit are counted as one unit. Include circulation ***only for items counted under Electronic Books (eBooks), Audio Downloadable Units and Video Downloadable Units in the Library Collection data 450-460.***

No

Count each collection.

6.12/456-458 Electronic Collections/Databases

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library Commission. Do not include electronic collections that are provided by third parties and freely linked to on the web.

How do I show usage?

6.13-6.14 Name of and Usage of Electronic Collections

Identify the name of each locally funded electronic collection that the library provides.

Count each item downloaded or each session as a "use". *Do not count searches as uses*. Include usage only for those items included in Electronic Collections.